

**New Hampshire Alcohol & Drug Abuse Counselors Association  
January 2019  
Board Meeting**

Name	Position	1/24	3/29	5/24	7/25	9/26	11/15
Jacqui Abikoff	At Large	x					
Crystal Avery	Student	x					
Linda Brewer	President Elect	x					
Dianne Castrucci	Executive Director	x					
Sara Cleveland	Secretary	x					
Lindsey Ducharme	Treasurer	x					
Diane Fontneau	Seacoast						
Alex Hamel	President	x					
Angela Jones	North Country						
Kelly Luedtke	Immediate Past President	x					
Meredith Senter	Central	x					
Suzanne Thistle	At Large	x					
Bob Stowell	Staff	x					
Cheryl Wilkie	Southern	x					
Vacant	At Large						
Vacant	Lakes Region						
Vacant	Connecticut Valley						

The Meeting was called to order at 9:06am.

1. Introductions: The new staff member, Kaley Poulicakos, was introduced.
2. President's Welcome: Alex Hamel opened the meeting by thanking the Board for the opportunity to serve and for the mentoring she received from Kelly Luedtke and Dianne (Pepin) Castrucci. Linda was welcomed as were the two new staff members. Alex gave the President's Welcome to the Board. She spoke about the on-going push for workforce development's need to be mindful that the workforce receives proper training and the need to avoid the lowering of standards. She reported that this aligns with the goals of the new NAADAC president, specifically the need to standardize credentialing and curriculums. Alex reported her biggest challenge as President will be abiding by Robert's Rules of Order.
3. Consent Agenda: The consent agenda includes the September 2018 minutes, Executive Director and Committee Reports.

**A motion was made by Meredith Senter to accept the Consent Agenda.**

**Seconded by Linda Brewer**

**Four abstained due to not being present at September meeting.**

**6 voted in favor.**

**Motion passed.**

4. Executive Director Updates: Dianne presented her Executive Director updates as follows (see full written report for additional details).
  - a) Dianne reported the need to update the signatories on the checking and savings accounts.

**Jacqui Abikoff made a motion to make name changes to the signers on the accounts, specifically adding Alex Hamel and updating Dianne's last name from Pepin to Castrucci.**

**Seconded by Alex Hamel**

**All in favor.**

**Motion passed.**

- b) **Community Exposure:** There will be a membership drive in March 2019. Dianne reported 30 new people joined NHADACA in 2018, which is the biggest increase there has ever been.
  - c) **Staffing:** Dianne reported on the staff raises in the proposed 2019 budget. She also reported three new staff members had been hired. Kaley Poulicakos as Training Coordinator, Emma Breton as part-time Training Assistant, and Robert Stowell as part-time Finance Manager. This increases staffing to four full-time and four part-time employees. Dianne is excited to learn from Bob. He will attend all Board meetings to offer finance advisement. Dianne reported Emma, who worked part-time for NHADACA on a short-term basis in December, has agreed to return part-time in February on a permanent basis. Dianne reported this is her first job and in December she demonstrated skills in efficiency and accuracy that can be built on. Dianne reported she will give Emma a raise once she gets her driver's license.
  - d) **SOR contract:** Dianne reported we are still waiting to hear about a SOR training subcontract. The first year's end date may be extended from June to September 2019.
  - e) Dianne saw a first draft of the new website and reported she thinks that once it is complete the new Website will be wonderful.
5. **Treasurer Report:** Lindsey Ducharme presented the Treasurer's report (see full written report for additional details).
- a) The 2018 proposed budget versus the 2018 actual budget: More money was brought in than expected and there was money that did not end up being spent. Merchandise did not sell well. Sue Thistle suggested using this as a promotional opportunity and suggested giving merchandise away to new members rather than keeping it in house. Kelly Luedtke requested further explanation of specific line items in the budget. Cheryl Wilkie suggested the budget be gone over at each Board Meeting rather than once a year so members can understand it better and Dianne agreed this was a good idea.

**A motion was made by Linda Brewer to accept the Treasurer's Report.**

**Seconded by Sue Thistle.**

**All in favor**

**Motion passed.**

- b) **Draft Budget:** Dianne discussed each column in the budget (see draft budget for additional details). NHADACA is not part of the SOR 2020 negotiation, so this is not included in the budget. There is IDN5 money left over and IDN5 is extending the contract in order to spend it. We are still chipping away at the money, since the contract has been extended. The Couch Family Foundation is giving us an unrestricted \$5,000 grant for the second year in a row. Bank of NH's scholarship money has barely been spent – people aren't applying for the scholarships. A recommendation was made to expand the parameters and it was decided a further discussion was warranted later. The Dobles Foundation is giving a \$15,000 grant for remote training capacity/equipment and marketing. Meredith Savings Bank and Mascoma Savings Bank are giving \$4,000 and \$1,000 grants for military culture trainings. Harvard Pilgrim is giving \$5,000 grant for compassionate fatigue trainings. The New Hampshire Charitable Foundation grant has not been applied for yet.

Sue noted that it appears there is more money coming in than in the past. Dianne said the SOR is the biggest change, but overall there isn't much of a difference. Cheryl expressed worry about compliance issues in regard to grant money being applied to staff salaries. Dianne reported salaries are included in the initial proposals and are reported to subcontractors monthly.

Revenue sources for 2019 discussed. Dianne reported that the only issue she can see is that if we are flooding the state with trainings at some point saturation will occur and the money projected is higher

than in the past. A discussion of NHADACA's struggle with fundraising occurred. We are going to apply for a match from people who have donated in the past two years. Sales numbers from last year are lowered due to last year's low sales. Cheryl had questions regarding the projected revenue, specifically, the budget rose by \$300,000.00; she wondered if it's less can NHADACA survive? Dianne explained that if the money doesn't come in it isn't spent, or it's made up for in other areas, but any major budget changes will be brought to the Board. She also explained that our fiscal year is the calendar year while the federal government's isn't, so half of 2020 takes place in 2019, therefore some educated guesses had to be made.

Expenses were gone over. The raises for Carrie and Dianne are a little more than usual. Sue noted that the salaries are still less than the national average. Dianne said she has realized this is the case, which is why the salary increase is more than it usually is. She said there is a need to remain in budget. Sue noted that there is also a need to remain competitive. Dianne reported that the travel budget for the Project Echo trip to New Mexico is included in the budget.

Dianne asked if there were additional questions and there were none.

**A motion was made by Jacqui Abikoff to accept the proposed 2019 budget.  
Seconded by Linda Brewer.  
All in favor  
Motion passed.**

6. Training Subcontracts: Dianne reported that there will need to be a vote once the SOR comes through. Currently a vote is needed to authorize the President and/or Executive Director to sign as subcontracts come in.

**A motion was made by Jacqui Abikoff to allow President  
and/or Executive Director to sign off on SOR subcontracts.  
Seconded by Sue Thistle.  
All in favor  
Motion passed.**

7. NHADACA Board Representation:

- a) Audit paperwork signed by all Board members and time volunteering for NHADACA reported.
- b) Vacant positions: Alex reported Heather McMahon resigned from her At Large position, and Lakes Region and Connecticut Valley positions are open as well. Alex suggested members reach out to people they think might be interested. Dianne said there is one person interested in the Lakes Region position but he was unable to attend the January meeting and has been invited to attend the March meeting. Alex will reach out to him. Sue agreed to reach out to Peter DalPra and Amelie Gooding to see if they know anyone who might be interested. Sue also said she'd reach out to Susan Lunt to see if she'd be interested in the Lakes Region position.

8. Annual Meeting Feedback: Alex reported that the inclement weather seriously impacted attendance. Sue noted that the lack of CEs available might also have contributed to low attendance. Dianne suggested there should be an educational component in the future, and maybe a delayed start if there is bad weather. Sue suggested the meeting should be moved to a location further north in the state in an effort to get more people from the north to attend. Alex asked if moving the meeting to a new location would ruffle feathers and there may be a need to discuss pros and cons. Meredith suggested surveying people from the northern areas to see if a move would influence their participation. Sue suggested that having a good keynote speaker might also help attendance. Further discussion at a later date was decided.

9. Succession Planning Update: Dianne reported she did research on what makes a “good” plan and tracked what she does on a daily basis. A rough draft of the plan was distributed, with a more complete rough draft pending. Cheryl asked Dianne if she has any ideas about who should replace her and Dianne said no. She reported she is teaching some other people how to do her job, specifically teaching Lindsey payroll and Bob about other financial matters. Meredith questioned if there is someone who can fill-in in the interim if Dianne has to be out for an extended period of time. Dianne said Jacqui knows some of the financial responsibilities, but the Board may have take on more responsibilities. Dianne said the succession plan, when finalized, will explain the process.
10. Board Member Orientation Manuals: There had been revisions to the table of contents, and more information related to NAADAC added, along with a section related to contracts. Dianne noted that the addition of contracts was due to another agency being cited for Board Members’ lack of contract knowledge.
11. Strategic Plan: Sue opened the discussion of strategic planning by asking if anyone saw the need to change NHADACA’s name to something more in keeping with the current language around substance use. Dianne stated that rebranding could be put in the strategic plan, but is not in the current budget. Jacqui suggested keeping the acronym but changing the meaning of the letters to move beyond “alcohol and drug abuse”. Dianne noted that NAADAC does not have to give permission for a name change. Cheryl suggested looking into a grant to fund rebranding. Alex agreed that in order to attract younger members the agency’s language needs to fit into the current culture. Dianne pointed out that 5 years ago no one would be willing to even consider the idea of renaming the organization. Meredith suggested a contest to come up with a new name and tag line. Suggestions for incentives for contest participation, such as a trip to NAADACA were suggested by several people. Dianne said she will assign Bridget to come up with a plan and said that this might be a way to use the scholarship funds. Sue expressed relief that her suggestion for renaming the organization went over so well.
12. Public Policy LSRs: Jacqui explained how to look up the status of bills on the government website. A discussion of various bills occurred. Jacqui reported that HB239 is not going through in its original form. Dianne reported about HB113 and its changes to the hours required for licensure for LADCs and licenses overseen by the Board of Mental Health. Credit for supervision hours may be allowed for people who hold a relevant license. There will be a request that a “Masters in Human Service” be removed from the language. This bill is going to committee. Jacqui started a discussion about a bill in the works that would place a time limit (60 days) on how long the Mental Health Board and the LADC Board have to grant a license once a candidate’s application is complete. She observed that the LADC Board on average takes less than 30 days to respond to an application.

**A motion was made by Cheryl Wilkie to conclude the business meeting for lunch.  
Seconded by Linda Brewer.  
All in favor  
Motion passed.**

The lunch break commenced at 12:08pm and the meeting was reconvened at 1pm.

13. Select Committee Involvement: Alex requested volunteers for various committees. A discussion about who would be on, or chair, the various committees followed. There was a suggestion from Sue that members not on the Board be invited to join committees. In the end the results were as such:
  - Ethics: Angela and Sara;
  - Public Policy: Sue, Kelly, Cheryl, and Jacqui;
  - Bi-Laws: Peter Dalpra;

- Nominations: Diane Fontineau will be approached by Alex to be on it;
- Finance: the Executive Board with Meredith as regional member;
- LADC Board representative: Linda with Kelly and Lindsey as back up;
- Fundraising: Sue, Cheryl, and Crystal;
- Succession Planning: Linda, Dianne, and Diane.

14. Committee Discussions: Alex suggested that there wasn't a need to discuss the specifics of committee report writing and scheduling, since this appears to be generally understood and committees can discuss this among themselves. Alex commented that there was a consistency problem with attendance the previous year and suggested some meetings could be held via conference call. Alex reported she will send out emails in regard to March Membership Month. A suggestion was made to go to local colleges to promote the organization using merchandise.

15. Committee Discussions: This did not occur.

Meeting adjourned at 1:36pm.

Respectfully submitted,

Sara Cleveland, MLADC  
NHADACA Secretary

**New Hampshire Alcohol & Drug Abuse Counselors Association  
March 2019  
Board Meeting**

Name	Position	1/24	3/29	5/24	7/25	9/26	11/15
Jacqui Abikoff	At Large	x	x				
Crystal Avery	Student Representative	x	x				
Linda Brewer	President Elect	x	x				
Dianne Castrucci	Executive Director	x	x				
Sara Cleveland	Secretary	x	x				
Lindsey Ducharme	Treasurer	x	x				
Diane Fontneau	Seacoast		x				
Alex Hamel	President	x	x				
Angela Jones	North Country		x				
Kelly Luedtke	Immediate Past President	x	x				
Vacant	At Large						
Meredith Senter	Central	x	x				
Suzanne Thistle	At Large	x	x				
Bob Stowell	Volunteer	x	x				
Cheryl Wilkie	Southern	x					
Vacant	Lakes Region						
Vacant	Connecticut Valley						

The Meeting was called to order at 9:01am.

1. **Introductions:** Board members introduced themselves.
2. **President's Welcome:** Alex opened the meeting by talking about information she had received from NAADAC in regard to making "peer support" a fully recognized position and changing the way voting is done when only one person is on the ballot for a position on the NAADAC Board. Alex said she will send out more information to get feedback and then submit a vote to NAADAC. Alex reported NAADAC is implementing a corrective action plan in regard to their financial operations. Alex reported she hasn't heard from the person she reached out to in regard to joining the NHADACA Board. She reminded the group that by June all Board members need to make at least a small financial donation to NHADACA. Lastly, she said that the goal of the day is to end the meeting at 10:45am so the various committees could meet.
3. **Consent Agenda:** The consent agenda included the January 2019 minutes, Executive Director and Committee Reports.

**A motion was made by Jacqui Abikoff to accept the January 2019 minutes.  
Seconded by Angela Jones**

Jacqui made a motion to accept which was seconded by Angela; however, a few small changes and corrections were then made to the January minutes. Alex then asked if there needed to be any further discussion and when this was not needed the motion to accept the Consent Agenda was completed, despite the motion previously set forth by Jacqui had been for the January minutes only.

**All in favor.  
Motion passed.**

4. **Treasurer Report:** Lindsey Ducharme presented the Treasurer's report (see full written report for additional details). She provided a Profit Loss and Balance Sheet along with other information. Lindsey encouraged everyone to attend the upcoming fundraising event, Cribbage Night, on April 25. She also reported that as of today there is no update in regard to the SOR contract. Dianne added that a breakdown of the current budget had been provided to Board members, as suggested by Cheryl Wilkie in the previous meeting. She then answered a few questions about the formatting of the budget.

**A motion was made by Jacqui Abikoff to accept the Treasurer's Report.**

**Seconded by Sue Thistle.**

**All in favor**

**Motion passed.**

It was at this time that there was some confusion expressed in regard to the January minutes being on the Consent Agenda and the motion that had occurred in regard to it. Jacqui pointed out that since changes are able to be made to the minutes, they should not be on the Consent Agenda. Only things that had been finalized in advance should be on it. Angela explained this is so the meeting can be streamlined. A discussion about this was had and it was agreed there needed to be another motion to accept the Consent Agenda, minus the January minutes.

**A motion was made by Diane Fontneau to accept the Consent Agenda.**

**Seconded by Sue Thistle.**

**All in favor**

**Motion passed.**

5. **Executive Director Updates:** Dianne Castrucci presented her Executive Director updates as follows (see full written report for additional details).
  - a. Dianne reported she had been contacted by Mary Woods, who is volunteering with NAADAC asking to have more information about the people NHADACA's awards are named after. Diane Fontneau and Jacqui reported they might have more information about the individuals, which they will tract down.
  - b. Dianne reported the NH Theatre Project is presenting a play called "The Elephant in the Room", about the opioid epidemic, at various sites across the state. There will be a discussion panel afterword, during which time a hat will be passed for donations to various relevant organizations. NHADACA will be receiving a portion of the donations obtained at the Concord presentation on April 7<sup>th</sup>. Alex suggested a flyer be sent out about this.
6. **Website:** Dianne presented the new website, parts of which are still being worked on. Angela praised the site, saying she had signed up for a training on it and it was a very easy and very quick process. Dianne presented the sections pertaining to Board and staff members at which time Sue noted there didn't seem to be many men involved with NHADACA and asked if there ever were any men involved, to which Dianne answered: "occasionally". Dianne demonstrated other parts of the website, including the calendar and the scholarships page, which has links to the scholarship applications. She noted that the "Blog" had been changed to "Announcements" in an effort to draw in more people. Dianne also demonstrated how, after people sign up for a training, they will be able to see what trainings they are signed up for, and an invoice for any money they owe. At some point in the future the goal is to be able to track CEUs and give completion certificates via the website, but as of right now it does not have that capability.
7. **Ethics Committee Statement:** Angela presented a draft of the Organizational Commitment Statement. She explained how the statement came to be. She had been researching compassion fatigue for the taskforce she is on, and the data obtained caused her to think about how the Ethics Committee could support a discussion about how to best support people in the field. She then discovered a request for statements from the National Academy of Medicine (NAM) about how to prevent burnout and promote wellbeing. Angela requested the Board

consider submitting the statement she drafted to NAM. The statement was gone over and changes were made to make it more "person centered" and politically correct, and avoid stigmatizing language. Jacqui asked if the National Academy would accept a statement from a non-medical organization and Dianne said the statement should be submitted anyway. Jacqui then suggested NHADACA should make its own in-state version as well and invite other groups to submit statements. NHADACA could then post the statements on the website as a way to get NHADACA's name out. Dianne noted that the whole idea was started by the North Country Task Force and perhaps Angela should bring back to them a request for NHADACA to take over this piece of their work. If this idea is accepted Dianne said she would put a request for statements on the website. Jacqui and Lindsey both volunteered to help with the project. Dianne said she would type up the changes to Angela's draft statement so she can submit it to the National Academy. Dianne asked if a vote was needed to authorize Angela to talk to the Taskforce and Jacqui said a vote was not needed.

**A motion was made by Lindsey Ducharme to accept the Ethics Committee Statement.  
Seconded by Sue Thistle and Meredith Senter.  
All in favor  
Motion passed.**

8. Committee (Chairs and Expectations of Committees): The Chairs of each committee were clarified. Expectations and responsibilities of the committees were not discussed.
9. NHADACA Board Representation: Angela, Jacqui, and Diane Fontneau volunteered to talk to people who may be interested in joining the Board in order to fill the vacant positions.

**A motion was made by Linda Brewer to adjourn the meeting.  
Seconded by Kelly Luedtke  
All in favor  
Motion passed.**

Meeting adjourned at 10:43am.

Respectfully submitted,

Sara Cleveland, MLADC  
NHADACA Secretary



**New Hampshire Alcohol & Drug Abuse Counselors Association  
May 2019  
Board Meeting**

Name	Position	1/24	3/29	5/24	7/25	9/26	11/15
Jacqui Abikoff	At Large	x	x	x			
Crystal Avery	Student Representative	x	x				
Linda Brewer	President Elect	x	x	x			
Dianne Castrucci	Executive Director	x	x	x			
Sara Cleveland	Secretary	x	x	x			
Lindsey Ducharme	Treasurer	x	x				
Diane Fontneau	Seacoast		x	x			
Alex Hamel	President	x	x	x			
Angela Jones	North Country		x				
Kelly Luedtke	Immediate Past President	x	x	x			
Vacant	At Large						
Meredith Senter	Central	x	x	x			
Suzanne Thistle	At Large	x	x				
Bob Stowell	Volunteer	x	x	x			
Cheryl Wilkie	Southern	x					
Vacant	Lakes Region						
Vacant	Connecticut Valley						

The Meeting was called to order at 9:05am.

- 1. Introductions:** Board members introduced themselves. William (Bill) Keating was present as a guest and potential board member. Development Director Bridgett Taylor was also present.
- 2. President's Welcome:** Alex opened the meeting by speaking about the trip to Washington, DC. She said she found the whole process of how governing works intriguing. Gary Tennis, President and Chief Executive Officer of the National Alliance for Model State Drug Laws, was a speaker. Alex then reminded everyone that NH Gives is taking place on June 11<sup>th</sup> and 12<sup>th</sup>. Alex also reported about NAADAC voting to change its bylaws; this will not affect NHADACA's bylaws. Additionally, NAADAC's financial audit resulted in the hiring of a Director of Finance. It is unknown what the specific financial issue were, since they were not published. Jackie said she finds the fact that nothing was published to be concerning, and Bob confirmed that by law, publishing is needed. Alex said she would look into this.
- 3. Consent Agenda:** The consent agenda included the March, 2019 minutes, and the Executive Director and Committee Reports. The Ethics Committee Report was not included, do to Angela being absent from the meeting and a vote being needed.

**A motion was made by Jacqui Abikoff to remove the Ethics Committee Report from the Consent Agenda.  
Seconded by Kelly Luedtke.  
All in favor  
Motion passed.**

**A motion was made by Linda Brewer to accept the Consent Agenda.  
Seconded by Sara Cleveland.  
All in favor.  
Motion passed.**

4. Treasurer Report: Lindsey Ducharme was not able to be present at the meeting; therefore, the report was presented by Dianne Castrucci (see full written report for additional details). Prior to the report being presented, Bridgett had the group do an exercise designed to assist board member in speaking about their involvement with NHADACA and its mission. After breaking in to groups of two, the group returned and discussed what they had learned from each other. For example, Kelly spoke about the importance of being involved in one's professional organization. Bill Keating spoke about noticing the gaps in education at community mental health centers. Meredith spoke about how, at NHADACA, "we never forget who we are serving. They're [the clients] always in the room". Linda spoke about the importance of advocacy work and making connections in the SUD field. After the exercise, Bridgett reminded everyone that there are prizes for participating in the NH Gives. Dianne then presented the Treasurer's Report. She also reported she received quotes from candidates to provide the work for the participant portal (the new LMS), the cost of which will be covered by money from grants and registration fees.

**A motion was made by Jacqui Abikoff to accept the Treasurer's Report.**

**Seconded by Meredith**

**All in favor.**

**Motion passed.**

5. Executive Director Updates: Dianne Castrucci presented the Executive Director updates as follows (see full written report for additional details).
- a. Dianne reported she hired someone part-time to help her with business related functions. Amelia is Carrie McFadden's daughter, but she will not report to Carrie. Amelia was then introduced to the Board. There are now four full-time and four part time NHADACA staff members.
  - b. Dianne reported that in doing the succession plan she has realized there are things NHADACA needs to create, such as a funding schedule. She also reported she attended learned at the Center For Non-Profit's conference and learned that we needs of an agency that can help us with Exhibit K compliance and help us increase our data-breach insurance. She reported she has an upcoming meeting with ME State Mainstay Technologies about how NHADACA can become complaint with state polices in regard to this.
  - c. Dianne reported she needs a vote of support from the Board to approve expenditures for funding the new Learning Management System (LMS). She has quotes from three different vendors. Her first choice is a company out of Woburn. The cost for the LMS is \$30,000 up front and ~~\$15,000~~ \$1,500 each year after that for hosting and technical support. There is grant money that can go toward this, and money can be reinvested out of BDAS contract fees. ~~This leaves us only being short \$500 from registration fees.~~

**A motion was made by Jacqui Abikoff to approve the expenditure.**

**Seconded by Linda Brewer.**

**All in favor**

**Motion passed.**

- d. Dianne reported more about the Center for Non-Profits conference she attended. She attended workshops about cyber-security, which is where she realized NHADACA needs assistance in this area. She also attended a workshop about branding. She learned there that branding is how people feel about an organization, not just its logo. It is recommended that contests and committees not be used to make up logos. Dianne recommended NHADACA slow down the process of redesigning NHADACA's new logo. Additionally, Dianne met a woman at the training who is doing research on TBI and its relationship to overdoses. Lastly, Dianne learned to appreciate from Mary Ellen Jackson, ~~the past~~ Director at the ~~National Council of~~ NH Center for Nonprofit Associations, that when it comes to organizations' boards, everyone participates in different ways. What people do for the Board needs to be tailored to their interests, and having activities, like the one done by Bridgett, can help meetings be less stuffy and more interesting.

6. NHADACA Board Representation/Vacant Positions: Dianne reported there are still three Board members who have not provided a picture for the website, so pictures will be taken after the meeting. The guest, Bill Keating, was present to apply for one of the vacant positions. He is one of three people Dianne had contacted in regard to this, and he was the only one currently interested. The Board must wait until the next full membership meeting to vote someone to a position on a permanent basis; however, the Board is allowed to vote on interim positions. Bill introduced himself to the Board. He holds an LCMHC, MLADC, and NCC (see full bio for additional details). Bill spoke about wanting to help close the gaps in education in the community mental health system, and how he gravitated toward NHADACA's mission. Kelly asked him what the mission was, and he was able to paraphrase it. Bill was asked a few more questions and left the room so the Board could vote. Diane F. spoke about how she was the person who initially approached Bill for a position on the Board, and she is very impressed by his intelligence and passion. It was decided that the At Large position would be best suited for him, rather than the other two available positions.

**A motion was made by Jacqui Abikoff to appoint William Keating to the Board.  
Seconded by Meredith Senter.  
All in favor.  
Motion passed.**

7. Discussion Item Not On Agenda: Diane F. brought up the need to have the Executive Director, Dianne, evaluated on a yearly basis. She recently learned that one of the problems that occurred at Serenity Place was the lack of evaluations. Jackie said that the Executive Committee currently handles evaluations, hiring etc., but perhaps a separate Personnel Committee is needed. She then suggested, that for now, an adhoc committee be created. It is the President's job to create these, so no motion was needed, and Linda, Meredith, and Alex herself volunteered to be on the committee. Dianne asked if the evaluation could be completed in July, since that is when she does the ones for the employees. Alex will explore this possibility and update the Board via email.

**A motion was made by Jacqui Abikoff to adjourn the meeting.  
Seconded by Kelly Luedtke.  
All in favor  
Motion passed.**

Meeting adjourned at 10:34am.

Respectfully submitted,

Sara Cleveland, MLADC  
NHADACA Secretary

**New Hampshire Alcohol & Drug Abuse Counselors Association  
July 2019  
Board Meeting**

Name	Position	1/24	3/29	5/24	7/25	9/26	11/15
Jacqui Abikoff	At Large	x	x	x			
Crystal Avery	Student Representative	x	x		x		
Linda Brewer	President Elect	x	x	x	x		
Dianne Castrucci	Executive Director	x	x	x	x		
Sara Cleveland	Secretary	x	x	x	x		
Lindsey Ducharme	Treasurer	x	x		x		
Diane Fontneau	Seacoast		x	x	x		
Alex Hamel	President	x	x	x	x		
Angela Jones	North Country		x		x		
Kelly Luedtke	Immediate Past President	x	x	x			
William Keating	At Large				x		
Meredith Senter	Central	x	x	x	x		
Suzanne Thistle	At Large	x	x		x		
Bob Stowell	Volunteer	x	x	x	x		
Cheryl Wilkie	Southern	x			x		
Vacant	Lakes Region						
Vacant	Connecticut Valley						

The Meeting was called to order at 9:02am.

- 1. Introductions:** Board members introduced themselves. Development Director Bridgett Taylor was also present.
- 2. President's Welcome:** Alex reported she met with Dianne the previous Tuesday and the evaluation should be finished in the next two weeks. The evaluation will be conducted every July from now on. There will be a salary increase, but the process for this has not been decided yet. Dianne would prefer the increase go into effect in January, rather than July, due to the nature of the budget. There was a discussion about moving all staff evaluations being moved to January, since that is when all salary increases usually occur, but Dianne said July still makes the most sense since it is the slowest month workwise. Several other points were raised: Cheryl had a concern about what would happen if someone was authorized for a raise in July, but no longer deserved one in January. Dianne said she would like to give Kaley a raise now, because she is working above and beyond her position. It was agreed that overall a larger discussion regarding raises and evaluation would need to be had. There was a question about whether an ad hoc personnel committee will need to become a formal one. If so, the bylaws would need to be changed and there would need to be a vote by the Board. Alex agreed that by the next meeting the ad hoc committee would prepare more information regarding the evaluations and a possible permanent committee for the Board to look at.
- 3. Consent Agenda:** The consent agenda included the May 2019 minutes, and the Executive Director and Committee Reports. The Ethics Committee Report was moved to Discussion Items, due it not being fully discussed in the May meeting.

**A motion was made by Linda Brewer to accept the Consent Agenda.  
Seconded by Meredith Senter  
All in favor.  
Motion passed.**

- 4. Treasurer Report:** Lindsey presented the report (see full written report for additional details). An updated profit and loss sheet were provided. Lindsey reported people are not signing up for the military culture trainings as anticipated and the funds provided by the grant may need to be returned. The money from the BDAS SFY2019

contract has been expended and we have been reimbursed. There is also training revenue to expend which was included in the SFY2020 contract. It was proposed that this be sent on Exhibit K compliance. A revised budget was submitted to JSI and we are awaiting the AFY2020 contract. The NH Day of Giving had few donors and less money. It was decided this would be discussed later in the meeting.

**A motion was made by Meredith Senter to accept the Treasurer's Report.  
Seconded by Cheryl Wilkie  
All in favor.  
Motion passed.**

5. Executive Director Updates: Dianne Castrucci presented the Executive Director updates as follows (see full written report for additional details).
  - a. Dianne reported membership is up to 318 people, but 86 people didn't renew over the past year. This could be due to reminders being sent out too early, incorrect email addresses on file, or a lack of engagement. Dianne is working with Amelia McFadden to improve our communication with them rather than rely on NAADAC. Additionally, there were problems with being able to renew on the NADAAC website.
  - b. Dianne wants to make Kaley the Assistant Training Director but doesn't know what will happen financially after the SOR contract ends, and it would be covering the cost of her salary increase. Dianne will return to this issue in January when more is known about the SOR contract.
6. By-Law Changes: Dianne reports that we need to discuss any changes or make a note that it was decided no changes were going to be made. The only potential change appears to be whether to make to Personnel Committee permanent. Pros and cons of this were discussed. Finally, it was decided to keep it ad hoc, revisit it prior to the 2020 annual meeting, and create a description of the committee by January 2020.

**A motion was made by Angela Jones to continue with the ad hoc committee, create a description by January 2020, and revisit prior to the 2020 annual meeting.  
Seconded by Meredith Senter.  
All in favor.  
Motion passed.**

7. A. Succession Plan Review: There were several issues brought up and in the end, it was decided that a final discussion about the plan would be tabled. Issues included: Dianne discovered there was information missing from it, for example the Mission/Vision and job descriptions. Among Board members there were some concerns discussion about the hierarchical nature of the personnel flow-chart (Angela agreed to research flow-charts) It was noted that Kelly had input she wanted to convey, but she was not able to attend the meeting. Approval of the plan was tabled until the September Board Meeting, after the latest updates have been added and the Board has had more time to review the document.  
  
B. Ethic Committee Follow-up: A request was made to develop a poster/banner to hold the self-care commitment statement to hang in NHADACA and put at training registration tables. Angela did not know the cost of this. Dianne asked if we could hold off on this for a month to see if the Behavioral Health Conference would want to get involved. She also said that the conference has no 1<sup>st</sup> day keynote speaker and perhaps a suggestion could be made that someone speak about clinician well-being. Angela agreed to investigate this and report back.
8. Funding Update:
  - a. Bridgett reported that the amount of money brought in from NH Gives was down. Bridgett presented a couple of theories why, including the fact that nationally, non-profit donations are down. Dianne questioned if there is a value to participating in this again next year and Bridgett said she would need to investigate this more.

- b. How to best be involved in the Annual Day of Giving was discussed, specifically calling versus mailing, versus emailing our members. It was decided that using all three tools was likely best. Bridgett agreed to send out a phone call script to the Board.
- 9. Concord Chamber of Commerce Business Before Hours: Bridgett reported she is still looking for a few more door-prizes for the event at NHADACA, and she is still working on getting food and looking for more volunteers. Linda volunteered to help set up beforehand and Bridgett said she would send out an email for more volunteers.
- 10. Scholarship Applications: Scholarship recipients were voted on. Results were Christine Laflamme for the full NAADAC scholarship and Melony Lyons for the \$500.00 School of Best Practices scholarship.
- 11. Annual Meeting: The meeting will be held at the Manchester Country Club. All agreed that keeping the two-page format of the report was best. Dianne reported she enlisted Carolyn Lemsky as the educational speaker to discuss brain injury and drug overdoses. NHPBS and NHADACA have partnered to submit a grant for two follow-up trainings and viewing of a PBS documentary to the Endowment for Health.

Sue noted that there are still open seats on the Board and agreed to speak to Emily Robbins at Antrim House to see if she is interested in the Connecticut Valley position. Dianne suggested Sue take over the Lakes Region position, since her the At Large position would be easier to fill. Sue Thistle agreed to the change.

**A motion was made by Linda Brewer to move Sue Thistle into the Lakes Region Representative position.**

**Seconded by Cheryl Wilkie.**

**All in favor**

**Motion passed.**

Further discussion regarding vacant Board positions was tabled until the September meeting due to additional discussion being needed regarding several positions which are ending.

**A motion was made by Lindsey Ducharme to adjourn the meeting.**

**Seconded by Meredith Senter.**

**All in favor**

**Motion passed.**

Meeting adjourned at 11:00am.

Respectfully submitted,

Sara Cleveland, MLADC  
NHADACA Secretary

**New Hampshire Alcohol & Drug Abuse Counselors Association  
September 2019  
Board Meeting**

Name	Position	1/24	3/29	5/24	7/25	9/26	11/15
Jacqui Abikoff	At Large	x	x	x			
Crystal Avery	Student Representative	x	x		x		
Linda Brewer	President Elect	x	x	x	x	x	
Dianne Castrucci	Executive Director	x	x	x	x	x	
Sara Cleveland	Secretary	x	x	x	x	x	
Lindsey Ducharme	Treasurer	x	x		x	x	
Diane Fontneau	Seacoast		x	x	x	x	
Alex Hamel	President	x	x	x	x	x	
Angela Jones	North Country		x		x	x	
Kelly Luedtke	Immediate Past President	x	x	x		x	
William Keating	At Large				x	x	
Meredith Senter	Central	x	x	x	x		
Suzanne Thistle	At Large	x	x		x	x	
Bob Stowell	Volunteer	x	x	x	x	x	
Cheryl Wilkie	Southern	x			x	x	
Vacant	Lakes Region						
Vacant	Connecticut Valley						

The Meeting was called to order at 9:06am.

1. Introductions: Board members introduced themselves.
2. President's Welcome: Alex reported that she leaves for the NAADAC conference in FL with Linda, Dianne, and Lorna Tobin, the scholarship recipient. The original scholarship recipient, Christine Laflamme, turning down the offer).
3. Consent Agenda: The consent agenda included the July 2019 minutes, and the Executive Director and Committee Reports.

**A motion was made by Kelly Luedtke to accept the Consent Agenda.**

**Seconded by Angela Jones.**

**All in favor.**

**Motion passed.**

4. Treasurer Report: Lindsey presented the report (see full written report for additional details). QuickBooks is updated through August 31. NHADACA day of giving was September 24; the final results are not available yet. The Concord Chamber of Commerce Business Before Hours was hosted the same day. It seemed to go well, approximately 50 people came. A check was

received from the \$10,000 Anonymous Match, but they will be unable to match efforts next year. The SOR and BDAS subcontracts were signed.

5. Executive Director Updates: Dianne Castrucci presented the Executive Director updates as follows (see full written report for additional details).
  - a. Dianne presented the Ethics Committee's banner and a discussion about formatting was had. Suzanne suggested brochures with more information so less information could go on the banner itself. A suggestion was made to list the ideas people are actually committing too and have people sign up to commit at the annual meeting. Cheryl suggested one thing organizations could commit to is to have fun activities for their employees to take part in on regular basis, maybe through NHADACA. A suggestion was made for an Ethics Committee "outing club". Angela agreed to reach out to Corey Martin who had the initial idea. Suzanne volunteered to help with the banner and brochures so a new draft of the banner could be completed by the end of the week.
  - b. Dianne reminded the Board that several Board terms are up soon. An email will be sent to NHADACA members to see if anyone wants to run for the positions.
  - c. Dianne and Bridgett Taylor had a conversation with Rivier University about getting a marketing intern to come up with a marketing plan. A job description is being developed so students can apply to start in spring or summer 2020.
  - d. Dianne went over the list of possible companies to handle Exhibit K compliance. After she described each company, the general consensus was to go with Mainstay Technologies out of Belmont and Manchester, NH. They also do the technology for the NH Charitable Foundation and Dianne will ask them about their experience with the company before she commits to anything.
  - e. Bob reviewed the lease for the building. He reported the current agreement is missing some key elements. Dianne would like to know if there are better location options, but isn't sure there are. She is inclined to stay in the current location but wants to make sure due diligence is done. She believes the current location will be open to renegotiation of the contract because NHADACA has been in the building for six years. The lease is up in February and Bob recommended a decision is made by the end of November in regard to renewing the contract or going elsewhere. Dianne agreed to have information sent out before the annual meeting so the Board could vote at the meeting.
  - f. In regard to Zoom access, NHADACA will have the equipment to do trainings and Board meetings electronically. NHADACA staff will be learning how to do this soon; Board members are welcome to learn as well. Current trainings are available to pilot. Dianne doesn't want to record them because the information presented may not be relevant by the time someone watches it; also, trainers would likely have less call for their services and become more expensive.
6. Personnel Committee Update: Dianne and Bob recused themselves from the room during this portion of the meeting.

The performance evaluation has been completed for Dianne, going forward this will be the responsibility of the President to complete the annual Executive Director performance evaluation in July.



Alex reported the Personnel Committee met and are suggesting a salary increase for Dianne. This salary will now be in line with what other people in her position are making. Alex stated this will not affect the current budget, due to the money that is currently coming in. Alex does not like that raises are normally not given until January and is in talks with Dianne to see if it can be changed to July to coincide with the annual performance evaluations.

Alex reported that Dianne feels Carrie McFadden should get a raise. It was pointed out that Carrie recently received a raise and that Dianne had previously described issues that need to be addressed within Carrie's job description and in the personnel manual/handbook and that include:

- Supervisory responsibilities
- Conference attendance/time off
- exempt/non-exempt status and
- communication

There is a need for policy clarification regarding work related trainings and/or conferences staff attend that may involve weekends or days a staff may not work. This to include exempt and non-exempt employee time off guidelines around pay.

Because there are questions about labor laws in regards to time off, NHADACA may need to look at the possible need for an HR employee., and if so, whether outside HR should be hired. It was suggested that the NH Center for Non-Profits would be a good resource for how to handle these policy and personnel issues

It was agreed that a new handbook may be needed if there are a lot of changes, as well as a need for a more hierarchical system overall. It was also suggested that Carrie might need supervisory training if that aspect of her position is to increase. After much discussion the decision was made to approve Dianne's' raise and table Carries until the job description is rewritten and supervisory responsibilities are redefined.

Alex reported Dianne is working on a new handbook, which will help prevent issues like these from happening, and which would have specific job descriptions. This should be ready in time for the Strategic Planning meeting in January.

**A motion was made by Suzanne Thistle to approve the 7.5% raise for Dianne, and to have the policies and procedures manual ready for the January 2020 meeting.**

**Seconded by Cheryl Wilkie.**

**All in favor.**

**Motion passed.**

**A motion was made by Diane Fontneau to table Carrie's raise until the Board has more information about polices and job descriptions.**

**Seconded by William Keating.**

**All in favor.  
Motion passed.**

7. Succession Plan Review: Dianne asked if there were any revisions to the plan needed and no one had any.
8. NAADAC Scholarship Update: This section was skipped, due to being discussed during the Treasurer's Report.
9. Annual Meeting: Dianne reported there were only a few award nominations submitted. The decision was made to give out awards that had submissions for them and table any discussion about revisions to the awards. Votes were cast, and Leo Leger was selected for the Lifetime Achievement Award, and Meredith Hamel was selected for the Counselor of the Year award. Alex did not say who she was choosing for the President's Award. There was then a discussion about who should be invited to speak aside from Annette Escalante. The people suggested will be contacted. There will be an exhibit table at the meeting with materials about the NH Brain Injury Associate, related to the educational speaker, Carolyn Lemsky, who will be discussing brain injury and drug overdoses.
10. Revisions to Awards Offered: The decision was made to table any discussion about revisions to the awards.
11. NHADACA Strategic Planning Committee: Diane suggested that a new committee is not needed at this time, because the current plan ends in January 2020. She will send out emails to see if anyone wants to be on it in the future.

**A motion was made by Alex Hamel to adjourn the meeting.  
Seconded by Sara Cleveland.  
All in favor.  
Motion passed.**

Meeting adjourned at 11:00am.

Respectfully submitted,

Sara Cleveland, MLADC  
NHADACA Secretary

**New Hampshire Alcohol & Drug Abuse Counselors Association  
November 2019  
Annual Meeting**

<b>Name</b>	<b>Position</b>	<b>1/24</b>	<b>3/29</b>	<b>5/24</b>	<b>7/25</b>	<b>9/26</b>	<b>11/15</b>
Jacqui Abikoff	At Large	x	x	x			x
Crystal Avery	Student Representative	x	x		x		
Linda Brewer	President Elect	x	x	x	x	x	x
Dianne Castrucci	Executive Director	x	x	x	x	x	x
Sara Cleveland	Secretary	x	x	x	x	x	x
Lindsey Ducharme	Treasurer	x	x		x	x	x
Diane Fontneau	Seacoast		x	x	x	x	x
Alex Hamel	President	x	x	x	x	x	x
Angela Jones	North Country		x		x	x	x
Kelly Luedtke	Immediate Past President	x	x	x		x	
William Keating	At Large				x	x	
Meredith Senter	Central	x	x	x	x		x
Suzanne Thistle	Lakes Region	x	x		x	x	x
Bob Stowell	Volunteer	x	x	x	x	x	
Cheryl Wilkie	Southern	x			x	x	x
Vacant	At Large						
Vacant	Connecticut Valley						

The Annual Meeting was called to order at 8:15am.

1. **President's Welcome:** Alex started by thanking Kelly Luedtke and Dianne Castrucci for their guidance throughout the past year. She then spoke about her experience going to Washington DC as part of NHADACA's Public Policy Committee, and to the NAADAC meeting in Florida. She said that NH is very fortunate to have an active NAADAC affiliate with an active Board of Directors and membership. She learned there are many states that are not lucky. Alex also learned NAADAC is working on the national MAC exam so there can be automatic reciprocity available. Alex also spoke about how NAADAC is trying to emphasize that there is a national addiction epidemic, not just a national opioid epidemic. Alex spoke about the efforts to change 42 CFR, asking attendees to keep an eye out for discussions about relaxing its standards, saying that stigma still exists and 42 CFR needs to be as strict as possible. Alex also commended Dianne for 15 years of service to NHADACA. In closing Alex reminded everyone that NHADACA is here to help. Roll call was then taken.
2. **2018 Annual Meeting Minutes (November 16, 2018):**

**A motion was made by Peter DalPra to accept the 2018 minutes.  
Seconded by Jacqui Abikoff.  
All in favor.  
Motion passed.**

3. **Treasurer Report:** Lindsey Ducharme presented the Treasurer Report updates as follows (see full written report for additional details).
- a. NHADACA is in sound financial standing. Currently, there is a negative net income of \$40,729.65. A negative income would suggest that more money has been spent than taken in; however, NHADACA has primary funding from state contracts that are invoiced on a reimbursement basis. We are currently waiting for reimbursement of \$123,000 dollars that is not reflected on this balance sheet. It will, however, be reflected in the accounts receivable for the annual financial audit.
  - b. So far this year NHADACA has raised \$16,512.30 in donations.
  - c. NHADACA would also like to thank the organizations that provided grants: Couch Foundation, Bank of NH, Dobles Foundation, Mascoma Bank, Meredith Savings Bank, Harvard Pilgrim, NH Charitable Foundation, Hypertherm HOPE Foundation.

**A motion was made by Cheryl Wilkie to accept the Treasurer's Report  
Seconded by Angela Jones.  
All in favor.  
Motion passed.**

4. **Executive Director Updates:** Dianne Castrucci presented the Executive Director updates as follows (see full written report for additional details). She said she felt more prepared for this annual meeting than previous ones and attributed this to the strong staff and Board.
- a. The overall NHADACA budget increased from approximately \$500,000 to \$800,000 in this year due to the increased number of State contracts, the largest of which is the State Opioid Response Subcontract.
  - b. The current membership count is 315.
  - c. NHADACA now has 8 employees: 4 fulltime and 4 part-time positions. Two people were hired to assist with business financials. The position was not a good fit for either individual and the position is again open. NHADACA is now looking for a part-time administrative assistant.
  - d. All staff performance evaluations were completed in July.
  - e. So far this year NHADACA has hosted 95 trainings for 109 training days and processed 3,154 training registrations, hosting 2,424 training attendees so far in 2019. These registration numbers do not count the NH Behavioral Health Summit, or trainings that occur in November or December that have not happened yet.
  - f. The NHADACA website was changed to a membership platform. The new website was launched March 7, 2019. It allows for mobile friendly applications, easier training

- registrations, cleaner appearance and expanded training calendars. It also offers an increased number of webinars that, along with the other NHADACA trainings, are aligned to training suites by provider focus area (Prevention, Intervention, Treatment and Recovery).
- g. Dianne and the Board of Directors approved a completed succession plan for NHADACA leadership transition.
  - h. NHPBS will be recording a portion of the Annual Meeting educational speaker, Carolyn Lemsky who will be talking about brain injury due to overdose; it will be on their website.
5. NAADAC Conference Scholarship Recipient: Lorna Tobin, the scholarship recipient, reported she is grateful for the opportunity to attend the conference. She shared some of her backstory – how she was in a major car accident in 2013 and could no longer do the work she had been doing, which is how she ended up in the field of addiction. She said she felt the conference was “a learning experience on steroids” and she was deeply touched by many of the speakers. She left the conference knowing she wants to work with the trauma that underlies people’s addictions and feels blessed.
6. Participant Portal Reveal (part 1): Dianne presented some aspects of the new participant portal – how it is now more user friendly and should be fully operational by 2020. It was at this point that an error message appeared saying the server was down, and the remainder of the presentation was completed later in the meeting.
7. Clinician Well-Being Initiative: Angela Jones, Ethics Committee Chairperson, presented information about the initiative. She spoke about how the Ethics Committee has been working with the Board to redefine the function of the Committee to better serve today’s workforce by providing resources that will help build sustainability through promoting wellness and resilience as a work-force norm. Angela spoke about the National Academy of Medicine’s call to action in regard to clinician well-being, and NHADACA’s recently adopted Commitment Statement for Clinician Well-Being and Resilience and the traveling art gallery, Expressions of Clinician Well-Being, on display in the conference room. Angela then spoke about her own experience with burnout and how it now only led her to make significant changes in her life in order to have a healthier work-life balance, but also led her to try and make systemic changes. She then invited the group to share joy in their workplaces and build their own resilience capacity with a simple act of kindness and gratitude. She encouraged people to fill out thank you notes that were on each table, thanking people who have inspired or encouraged them, by the end of the day on Monday.
8. Participant Portal Reveal (part 2): Dianne presented how the participant portal works and useful features, such as the ability to print training certificates. There is also an administrative dashboard that can configure reports, track attendance numbers etc.
9. Guest Speaker: Annette Escalante, Director of the NH Bureau of Drug and Alcohol Services (BDAS), presented an update on DHHS and an overview of how it has started to integrate

different divisions together within the department. She spoke about initiatives and services, including: Prevention Strategies: regional public health networks; juvenile diversion program; REAP etc. BDAS has been working with the Governor's Commission, which has focused on prevention strategies this year. Ongoing projects include the ACE's study and therapeutic cannabis education. Treatment Initiatives: IDP; Doorway/211; MLADCs at DCYF; MAT as part of the state correctional facilities etc. Recovery: NH Recovery House Registry; NH Recovery HUB; and the Criminal Justice Involved Initiative (housing assistance for people in the criminal justice system), which has a January 2020 target date to provide funding for housing.

10. Annual Award Presentations:

- a. Dr. Thomas H. McTague Lifetime Achievement Award, presented by Dianne Castrucci to Leo Leger, LADC. When receiving the award, he spoke about how he holds on to the successes achieved by people he's helped.
- b. Counselor of the Year Award, presented by Dianne Castrucci to Meredith Hamel Blom. Meredith spoke about the past year and a half being very difficult for her and she was almost unable to continue working, due to a TBI. She reported that returning to work, even part-time has been a gift, and the award meant the world to her.
- c. President's Award, presented by Alex Hamel, to The Recovery Friendly Workplace Initiative. The award was accepted by Shannon Bresaw, on behalf of Recovery Friendly Workplaces.

11. Board Member Election Results:

- a. Linda Brewer, the President Elect presented plaques to departing Board members, Jacqui Abikoff, Diane Fontneau, Cheryl Wilkie, and Crystal Avery.
- b. New Board & Returning members were announced:  
Treasurer- Lindsey Ducharme  
Central Representative-Meredith Senter  
Seacoast Representative-Christine McKenna  
Southern Representative-Doreen Boutin  
North Country Representative-Angela Jones  
At Large Representatives-William Keating, Christopher Foster, and Diana Gibbs

**A motion was made by Linda Brewer to adjourn the meeting.**

**Seconded by Sara Cleveland.**

**All in favor**

**Motion passed.**

Meeting adjourned at 10:16am.

Respectfully submitted,  
Sara Cleveland, MLADC  
NHADACA Secretary